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| **Job Questionnaire Grid** | | |
| **Applicant Instructions:**   1. In addition to submitting your cover letter and resume, you must submit a completed job questionnaire as soon as possible. The final date for submissions is **4:30 PM PDT, December 29, 2017 to** [humanresources@bcauditor.com](mailto:HR@bcauditor.com). **All three documents must be emailed as one submission.** 2. Clearly show how you demonstrate the education requirement and the essential qualifications for the initial screening through your resume and job questionnaire. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job questionnaire should be supported by your resume. **Failure to provide the above information in the format required may result in your application not being advanced in the selection process.** 3. The job questionnaire is not intended to be a duplication of your resume.   **Please limit this grid to a maximum of 2 pages.** | | |
| **Applicant Name:** | | |
| **Phone #** | | **Email:** |
| **Position Title: Financial Auditor** | | |
| **Job Requirements** | **Applicant Information** | |
| **Essential Qualifications Education** | **Clearly demonstrate how you met the educational background.** | |
| A professional accounting designation (CPA) and eligibility for membership in good standing in the appropriate professional association or an equivalent international designation.  Applicants who have attained their CPA designation after 2015 must demonstrate the successful completion of the assurance module. |  | |
| **Essential Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** | |
| Recent related experience conducting financial statement audits, including responsibility for managing, planning, conducting and reporting audit/assessment activities. Please include the name and contact information of your supervisor or manager who can verify your experience. |  | |
| **Essential Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** | |
| Demonstrate how you maintain your current and thorough knowledge of Canadian GAAS and GAAP. |  | |
| ☐ I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for this employment opportunity.  Name: \_ Date: \_ | | |